



**Township of East Brunswick
Daisy Recreation Program
350 Dunhams Corner Road East Brunswick, NJ 08816
(732) 390-6797**

Reference Check

Date: _____

To: _____
Name of person providing reference

Address of person providing reference

City, State and Zip Code of person providing reference

Re: _____
Applicant's Name

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The applicant has applied for the position of _____ with our programs for people who have special needs and has given your name as a reference. We would appreciate your supplying us with the following information which will be held in the strictest confidence.

We are aware that job applicants sometimes list references who are not part of recreation programs or camps. If this is so in your case, we would still, nevertheless, appreciate your input in providing as much pertinent information as possible. If the applicant is currently a high school student we can only accept recommendations from teachers, guidance counselors and administrators. Please return this Reference Check to the applicant as he/she must include it with the rest of the Application for Employment materials being returned to be considered for a position

Thank you very much.

Frederick L. Smith, Coordinator

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The position held by the applicant in your organization, camp, place of employment or school and the relationship in which you know the applicant:

Would you hire/rehire the applicant? _____

Additional comments: _____

To be filled out by applicant:
I give you permission to release information to the Daisy Recreation Program.

Applicant's Signature

Date

(PLEASE TURN PAGE OVER)

Please circle the appropriate description in each area. Circle n/a if you can't evaluate an area

	<u>Superior</u>	<u>Very Good</u>	<u>Average</u>	<u>Below Average</u>	<u>n/a</u>
Motivation	1	2	3	4	n/a
Initiative	1	2	3	4	n/a
Dependability	1	2	3	4	n/a
Ability to work with supervisors	1	2	3	4	n/a
Ability to relate to children	1	2	3	4	n/a
Ability to plan and carry out well formed lessons	1	2	3	4	n/a
Willingness to listen to suggestions	1	2	3	4	n/a
Displays common sense	1	2	3	4	n/a
Sense of responsibility	1	2	3	4	n/a
Appearance	1	2	3	4	n/a
Ability to learn on the job	1	2	3	4	n/a
Quality of work	1	2	3	4	n/a
Ability to accept criticism	1	2	3	4	n/a
Overall evaluation	1	2	3	4	n/a

Signature

Date